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THE SOUTH CAROLINA PROGRAM

FOR

LIBRARY DEVELOPMENT

1984 - 1986

under the

S. C. STATE LIBRARY
JAN 26 1984
STATE DOCUMENTS

LIBRARY SERVICES AND CONSTRUCTION ACT
(P. L. 95-123, FY 1984)

(The First Supplement to the 1983-1988 Program)

FY 1984

South Carolina State Library
1500 Senate Street
Post Office Box 11469
Columbia, South Carolina 29211

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TABLE OF CONTENTS

<u>Chapter</u>	<u>Page</u>
I. Introduction	1
Purpose	1
Evaluation	1
Dissemination of Information	3
Relationship to the 1983 Program	4
Criteria Used in Allocating Funds Under Title I	4
Criteria Used in Approving Title III Applications	4
Coordination of Programs	4
II. The Library Public	5
III. South Carolina's Libraries and Their Needs	7
The South Carolina State Library	7
Public Libraries	8
Institutional Libraries	9
Academic Libraries	10
School Library Media Centers	10
TEC Learning Resource Centers	10
Special Libraries	10
Library Education	10
Cooperation and Networking	10
Major Urban Resource Libraries	11
IV. Goals, Objectives, and Implementation	12
Goal I. To strengthen the State Library agency for the purpose of providing statewide library leadership and services.	12
Objective 1. To enhance the administrative, planning, and support capabilities required for statewide library development.	12
Objective 2. To provide a comprehensive collection of materials necessary to meet the Library's responsibilities as the central information resource for libraries of the state, as well as State government.	13
Objective 3. To provide consultant services for public, institutional, and other libraries of South Carolina.	14
Objective 4. To centralize at the State level programs and functions which cannot be handled economically or effectively by individual libraries.	14

	<u>Page</u>
Goal II. To expand and improve public library services throughout the state, providing access for every resident, so as to further the educational, economic, and cultural enrichment of all citizens.	16
Objective 1. To develop equitable and sufficient financial support for library services from local, state, federal and other funds.	16
Objective 2. To enable public libraries to improve their level of service by providing incentive grants for services and activities which support state and LSCA priorities, including personnel, collection development, and equipment.	17
Objective 3. To extend public library service to special constituencies, including the disadvantaged, the aged, the unserved, and persons of Limited English-speaking ability.	17
Objective 4. To encourage provision of public library facilities adequate in space, design, and access to meet the needs of the community.	19
Goal III. To extend and improve library services to special clientele: the institutionalized and physically handicapped.	19
Objective 1. To promote the establishment and development of institutional library service capable of supporting treatment, education, and rehabilitation programs in state-supported institutions.	19
Objective 2. To provide special programs of library service for visually and physically handicapped residents.	20
Goal IV. To facilitate optimum utilization of South Carolina's total library resources by means of cooperation and reciprocal activities among libraries of all types and at all levels.	21
Objective 1. To provide interlibrary loan and reference services from the State Library.	21
Objective 2. To provide bibliographic access to major library collections in the state.	22
Objective 3. To provide continuing education opportunities.	23
Objective 4. To examine opportunities for automation which would enhance cooperative activities.	23

I. INTRODUCTION

PURPOSE

This document has been prepared as the South Carolina long-range program document required by the Library Services and Construction Act, as amended by P.L. 95-123.

It is the purpose of this Act to assist the States in the extension and improvement of public library services in areas of the States which are without such services or in which such services are inadequate, and with public library construction, and in the improvement of such other State Library services as library services for physically handicapped, institutionalized, disadvantaged persons, in strengthening State library administrative agencies, in promoting interlibrary cooperation among all types of libraries, and in strengthening major urban resource libraries.¹

In addition to meeting the requirements of Public Law 95-123, the document serves as a basic statement summarizing the objectives, policies, and programs undertaken for the improvement of library service, particularly those assisted by the Library Services and Construction Act, and provides a guide for libraries wishing to participate in the LSCA program. It also serves as a state planning document.

EVOLUTION OF THE LONG-RANGE PROGRAM

Long-range planning has been the basis of library development in South Carolina for many years. Since 1956 the Library Services and Construction Act has been a major consideration in the planning process. Early LSCA projects, though continuously evolving and shaped to capitalize on opportune circumstances, were all aimed at the correction of the major deficiencies in public library service in the State: an inadequate state level program, inadequate reference service from State and local levels, an inadequate supply of professionally trained librarians, and units of library administration too small to provide adequate service.

By 1970 the original objectives had been largely attained. The passage of Public Law 91-600, with its new emphases for LSCA, and the Office of Education's commitment to systematic planning and evaluation began a new era. State Library staff participated in the Statewide Library Planning and Evaluation Institute presented by the Ohio State University Evaluation Center and, since 1972, have developed carefully formulated long-range and annual programs according to procedures advocated there. Service to the disadvantaged, the handicapped, and the institutionalized showed dramatic

¹Library Services and Construction Act, PL 95-123, October 7, 1977.

gains in this period; but general public library development continued, to be climaxed by two symbolic events. With the extension of bookmobile service into rural areas of the last three counties without it, public library service became available to the entire population of South Carolina. With the establishment of the Clarendon County Library headquarters, all forty-six counties in the state now have legally established county library systems. Significantly, each of these climatic developments was made possible by Library Services and Construction Act Title I funds. Emphasis has now shifted from the establishment of public libraries to the improvement of library service for all South Carolinians. Future planning will change in response to demographic and technological changes.

Long range planning in recent years has been influenced by several events. P.L. 95-123 established new LSCA priorities. The Governor's Conference on Library and Information Service in 1979 brought into sharp focus the concerns of library patrons and librarians from all types of libraries. In 1981 a feasibility study on establishing a statewide library network was completed. The State Library has made efforts to address the needs raised by the above consistent with available funding.

The LSCA Advisory Council meets quarterly to discuss LSCA priorities and how current projects are meeting them. Comments are compiled and considered in the development of the Long-Range Plan and the Annual Program. Prior to the submission of the Long-Range Plan the Advisory Council has the opportunity to make additional comments. At each meeting of the Council one aspect of the State Library's program is highlighted to present a more thorough picture of library service in South Carolina. Plans for FY 84 and FY 85 are:

December 1983	Service to Children
March 1984	Government Documents
June 1984	Service to the Disadvantaged
September 1984	Film Program
December 1984	Blind and Physically Handicapped
March 1985	Interlibrary Cooperation
June 1985	Institutional Service
September 1985	Service to State Government

The State Library Board also meets quarterly. Copies of LSCA documents are distributed to Board members. The State Librarian in her monthly reports keeps the Board informed of developments in the LSCA program. Special reports are made at Board meetings when appropriate. A member of the Board serves ex-officio on the LSCA Advisory Council.

The Association of Public Library Administrators is an organization composed of directors of the state's public libraries. At their quarterly meetings the State Library reports on LSCA activities and solicits comments about the future direction of LSCA planning.

Since 1980 the Task Force on Library Automation and Networking has been meeting regularly to provide input to the State Library on the future of networking in South Carolina. They assisted with the development of the RFP for the 1981 network feasibility study. Since then they have developed a guide for preparing a request for proposal for Automated Circulation System.

A survey is currently being conducted on the utilization of microcomputers in South Carolina libraries.

For a discussion of the evaluation of the LSCA program, see p. 39 of The South Carolina Program for Library Development, 1983-1988.

DISSEMINATION OF INFORMATION

Library Services and Construction Act documents are published and distributed according to LSCA guidelines and EDGAR.

1. Long-Range Program

Notice of the publication of the proposed Long-Range Program will be made at least sixty days prior to the date of submission to the Education Department. A copy will be available for inspection at the South Carolina State Library. Public comments will be accepted for thirty days.

Discussions of proposed program are held with the State Library Board, the LSCA Advisory Council, and the Association of Public Library Administrators, and the Task Force on Library Automation and Networking.

Copies of the original documents and the annual revisions are distributed to each public library system in the state, to major academic libraries, to members of the LSCA Advisory Council, and to members of the State Library Board, and to selected state officials.

Announcements of the document's availability are made through the news media and News for South Carolina Libraries.

Copies of the program are sent to selected state library agencies and library schools and to others by request. The document is supplied to the Educational Research Information Center (ERIC) for reproduction on microfiche.

2. Annual Programs and Projects

Notice of the publication of the proposed Annual Program will be made at least sixty days prior to the date of submission to the Education Department. A copy will be available for inspection at the South Carolina State Library. Public comments will be accepted for thirty days.

Discussions of proposed program are held with the State Library Board, the LSCA Advisory Council, the Association of Public Library Administrators, and the Task Force on Library Automation and Networking.

Annual Programs are distributed to all agencies and individuals receiving the long-range program.

Announcements of projects are mailed directly to all libraries eligible to apply and publicized in News for South Carolina Libraries.

3. Evaluation

A narrative summary of LSCA funded activities is distributed to all agencies and individuals receiving the long-range program. Project evaluations and the evaluation prepared for the U. S. Department of Education are available for inspection at the State Library.

RELATIONSHIP TO THE 1983 PROGRAM

The South Carolina Program for Library Development, 1983-1988 was the result of intensive analysis by the State Library staff of programs and needs of South Carolina libraries and the informational needs of South Carolinians. This document is the first supplement to the 1983-1988 program and should be used in conjunction with the basic document. Background information, statistical data, needs assessments, standards, and criteria found in Chapters II, III, and IV remain valid and have not been duplicated. However supplemental information has been provided when needed. Title II references should be made to the separately produced long-range plan in FY 83 for funding under the "Jobs Bill". In accordance with recent Department of Education directives this plan is a three year plan, not five years as in the past.

CRITERIA USED IN ALLOCATING FUNDS UNDER TITLE I

The State Library treats all "purposes" set forth in section 102 of LSCA as priorities. As soon as funding levels are known these areas receive the funding necessary to meet stated needs. No arbitrary percentage is outlined in the Long-Range Plan, thus giving the State Library some flexibility in meeting changing needs without having to revise the Long-Range Plan. Maintenance of effort for institutions and service to the blind and physically handicapped is "ensured" before the allocation of funds is made.

CRITERIA USED IN APPROVING TITLE III APPLICATIONS

The criteria on pages 37-38 of 1983 Long-Range Plan address Title III as well as Title I. Equal weight is assigned to them. The priorities on page 44 are listed in order of importance.

COORDINATION OF PROGRAMS

The Governor's Grants Services Division forwards to the State Library for comment applications for federal assistance for library programs by the academic libraries in the state. The Task Force on Library Automation and Networking serves as a vehicle to coordinate efforts in providing library services statewide without unnecessary duplication.

II. THE LIBRARY PUBLIC

Demographic information found in the 1983 Long-Range Plan was based on the 1980 census. Such data is still valid and need not be duplicated here.

The South Carolina State Library believes that basic library service needs -- information, education, and recreation -- are the same for all groups, but the methods of delivering these services must be tailored to meet the special needs of each group.

For those who are economically disadvantaged the library must attempt to:

- A. Extend library service to that segment of the urban and rural population which because of economic, cultural, social, and educational handicaps are not users of the public library.
- B. Make library trustees and staff aware of the service needs of the disadvantaged population.
- C. Make service to the disadvantaged an integral part of public library service.

To this end the library must be concerned with making library services accessible, providing materials in appropriate formats, and conducting public awareness programs to interpret the benefits of good library service. It has been demonstrated that the geographically isolated, the educationally and culturally deprived, and the financially disadvantaged do not make full use of library service.

Illiteracy remains a major problem in South Carolina with 25.7% of adults over 25 years of age considered to be functionally illiterate. The State Library, the Office of Adult Education, the South Carolina Literacy Association, and the Office of the Lieutenant Governor have targeted six counties in FY 84 in an attempt to teach 600 people how to read. The Small Minority Business Office, Rural Improvement Division, Office of the Governor, has also expressed interest in working with the State Library in this area. As has been done in the past the State Library will continue to fund other literacy programs. Because of past LSCA funding some libraries now provide literacy programs with local funds, a true test of the value of initial LSCA funding.

In an effort to reach those who are rurally isolated and disadvantaged the State Library will continue its program to assist libraries to replace worn bookmobiles as needed. A requirement of libraries to receive State Aid is "... an accepted plan (bookmobile, branches, stations, etc.) for the distribution and use of books throughout the service area." This requirement assures access to those rurally isolated from population centers.

Libraries have used many innovative ways of identifying and serving the disadvantaged, including extension service to nursing homes, senior citizen centers, day care programs, and local correctional facilities, among others. By sharing information about successes and/or failures in these areas libraries will be able to decide which segment of their population to target. The State Library functions as a clearinghouse for this information.

A long-term goal is to increase library usage among the disadvantaged to the state average of 35%. This will be a slow process with progress being measured a few percentage points at a time. No statistics are kept on disadvantaged users, but it is estimated that less than 10% of their number are library users.

Service to the blind and physically handicapped is a responsibility of the State Library. Approximately 16% of the estimated 43,705 South Carolinians who are eligible for the service are taking advantage of it. The long-term goal here is to also equal the 35% total of public library use in the state. However, due to lack of an adequately sized staff and facilities which are over-crowded this growth will also be slow. The State Library feels that ALA's staffing standards are unrealistically high and will not attempt to meet them, but several positions are needed now. Funding necessary for these positions is not available and neither is the space for them to work efficiently. The introduction of microcomputer technology in FY 83 should assist with the workload, but staff growth will need to be postponed until sufficient space is provided. Contingency plans to effectively use all space in the existing building have been made. They include shifting the collection, weeding, purchasing additional shelving, storing equipment off-site, etc. ALA Standards for this service have been analyzed by staff. The library is working toward meeting those not currently met.

Because of their low number the State Library has chosen not to treat service to those with limited English speaking ability as a priority. The central collection of materials is still housed at the Charleston County Library and is available on interlibrary loan. However no additional LSCA funds will be devoted for this purpose. Service needs are being met adequately at the local level.

III. SOUTH CAROLINA'S LIBRARIES AND THEIR NEEDS

Background information found in the 1983 Long-Range Plan is still valid. Supplemental data is enclosed for some areas to provide a clearer picture of current status.

THE SOUTH CAROLINA STATE LIBRARY

The basic objectives of the State Library remain the same:

- (1) To provide comprehensive library resources to the people of South Carolina, giving every individual access to the informational resources of the state.
- (2) To furnish reference, loan, and research service to State Government and State Government agencies.*
- (3) To develop a statewide library network for the purpose of sharing resources and services and promoting interlibrary cooperation.

The FY 84 State budget is \$3,578,917 of which 65% (\$2,339,406) is for State Aid to public libraries. FY 83 budget reductions were made permanent for State Library operations, but were reinstated for State Aid. Lacking Congressional action on FY 84 appropriations the State Library will prepare the FY 84 Annual Program at the FY 83 level of \$1,036,600 for Titles I and III. No action is being taken at this point to develop a Title II Annual Program.

To fulfill its responsibilities for library planning, development, and service, the State Library must solve problems of staffing, resources, and funding. The major areas of concern are:

(1) Materials

South Carolina's public libraries own only 1.34 books per capita based on the 1980 census, down from the 1.6 on the 1970 census. Institutional libraries, though having higher per capita holdings, have small collections limited in depth and breadth of holdings. No South Carolina library has adequate resources to serve all the needs of its patrons, none can afford to acquire all the resources needed, and to do so would be uneconomical in any case. To provide the information and materials requested by citizens, libraries, and government agencies, specialized materials and data services are needed. In order to do this the State Library's basic collection of books and periodicals should be strengthened and enlarged. The State Library is currently able to supply 80% of the materials requested. Materials not available are either secured on interlibrary loan or locations for ILL are provided. The State Library would like to maintain this percentage. The FY 83 State book

*References to service to State Government in this document are provided strictly for informational purposes; no State, Federal, or local funds reported under the LSCA program will be used to provide service to State Government.

budget was reduced by \$29,690 due to budget reductions; it is \$107,000 for FY 84. It is imperative that State funding be restored and increased. LSCA funds will continue to be used to supplement the State Library's book budget.

(2) State Aid

Critical to the task of developing public library service is the provision of adequate financial support. Per capita income of public libraries in South Carolina from all sources (county, state, and federal) was only \$5.11 in FY 83. This excludes funds for capital improvement. State Aid was reduced from 75¢ to 71¢ per capita due to budget reductions. This reduction was restored in FY 84. The State Library, the Association of Public Library Administrators, and the Public Library and Trustee Sections of the South Carolina Library Association have established an immediate goal of \$1.00 per capita. More discussion of State Aid can be found under Public Libraries.

(3) Service to the Handicapped

As mentioned above service to the handicapped is severely curtailed by limitations of space and personnel, chiefly the former. The need for adequate housing is obvious. For without it additional programs are impossible. The State Library still is assigned 25,000 sq. ft. in a building to be renovated to house the State Museum. This space should be sufficient for 20 years growth. However it will not be available until 1985 or 1986. Contingency plans are discussed elsewhere.

PUBLIC LIBRARIES

Public libraries in South Carolina provide a full spectrum of services to meet the informational, educational, and recreational needs of their patrons. Every South Carolinian has access to public library service from either a headquarters library, branch, station, or bookmobile. The level and sophistication of services is determined by local need and financial resources of the library. Among these services are reference, interlibrary loan, information services to business and local government, circulation of materials for all age levels, special programming for children, the elderly, the handicapped, and other groups, literacy training, outreach services, and computer literacy. It is important to note that county-wide service enables resources to go further, thereby increasing the services available throughout the system per tax dollar.

Counties continue to provide the largest share of public library support. In FY 83, 82% of public library funding came from county appropriations or millage, 15% from State Aid, and 3% from federal aid.

In FY 83, total public library income exceeded \$15 million, to average approximately \$5.11 per capita, an increase of \$1.3 million from FY 82. Local support increased from \$3.83 per capita in FY 82 to \$3.95 per capita. State Aid was \$0.71 in FY 83 due to a State-mandated budget reduction. FY 84's State Aid has been restored to \$0.75 per capita. The State Library has requested that State Aid be \$1.00 per capita in its FY 85 budget. This

request is being supported by the Association of Public Library Administrators and the Public Library and Trustee Sections of SCLA. The long-range goal is to raise the State share of public library financing to 25%, incorporating minimum support requirements and an equalization formula based on county ability to pay.

The 1983 Long-Range Plan established a goal to add 50 professional librarians, matched by an equal number of support staff, by 1987. Public libraries have made no progress toward this goal. In fact they are beginning FY 84 with 148 professional, a decrease of four. The goal remains.

South Carolina's public libraries added 256,544 books to their collections in FY 83 (1.34 per capita). This is an increase over FY 82 when libraries reported 1.3 books per capita. Two books per capita is still our goal.

INSTITUTIONAL LIBRARIES

Deficiencies noted in 1983 are still prevalent.

Standards for institutional services listed in 1983 Long-Range Plan are useful in some cases, but relatively useless in others. Analysis of existing conditions reveal the following:

Libraries serving the mentally handicapped do not have quantifiable standards, most existing standards being very vague. The Missouri State Library does have quantifiable standards. Two of South Carolina's mental hospitals meet those standards for number of volumes, magazines and newspapers; the third does not. Other media are available from the State Library. Major deficiencies occur in staffing with none of the hospitals approaching staff standards.

South Carolina has four residential facilities for the mentally retarded. Three of the four meet ALA standards for print media. It has been our experience with the level of clientele in these centers that toys, games, realia, etc. are much more effective in this area than printed materials. That has been the thrust in collection building in recent years. Again staff sizes are greatly under recommended levels.

The South Carolina School for the Deaf appears to meet minimum standards. However these standards are also vague. Schools for youthful (juvenile) offenders have ALA Standards and State Department of Education Standards. Neither school meets national standards for materials or staff. In fact, they do not approach them. They both meet state standards which are substantially lower.

The Department of Corrections is organized as a library system. The system as a whole does not meet ALA Standards for collection size, being short by 4,000 for those institutions with library service. Other media show a similar deficiency. As far as staff goes there is a heavy reliance on inmate assistants. Each library does have a trained librarian and a security officer. Standards are not met.

ACADEMIC LIBRARIES

No significant changes have occurred since publication of the 1983 Long-Range Plan. Enrollment for FY 83 was 161,805. FY 83 income was \$17,391,421. Of this amount, 52% was expended for salaries and wages and 34% for books and materials. A total of 6,386,276 volumes were available in FY 83.

SCHOOL LIBRARY MEDIA CENTERS

No significant changes have occurred since publication of the 1983 Long-Range Plan. Collection size showed moderate growth. In FY 82 there were 3,554,857 volumes in public elementary schools and 2,482,963 volumes in the secondary schools. Elementary schools reported 9.36 books per pupil, while secondary schools reported 10.91. National standards set by ALA call for twenty books per student. State standards are ten books for elementary and six books for secondary schools. Libraries received \$1,351,969 less federal aid in FY 82 than FY 81.

TEC LEARNING RESOURCE CENTERS

No significant changes have occurred since publication of the 1983 Long-Range Plan. A total of 398,306 volumes were available in FY 83.

SPECIAL LIBRARIES

No significant changes have occurred since publication of the 1983 Long-Range Plan.

LIBRARY EDUCATION

The one major change in library education was the loss through a budget reduction of the continuing education coordinator at the USC College of Library and Information Science. Many activities were conducted during the three year period the College had the position. The College, the State Library, SCLA, and other groups plan to coordinate their activities to provide meaningful continuing education activities for librarians, pre-professional staff, and trustees. The College will move to refurbished quarters in January 1985 and will delay most CE activities until then. They plan to continue offering DIALOG workshops. In fall 1983 two courses will be taught via the statewide ETV system (Microcomputers and School Libraries and Jump Over the Moon (children's literature course)). The College will continue to utilize the ETV network to make their course offerings available statewide.

COOPERATION AND NETWORKING

FY 83 witnessed the continuation of on-going cooperation and networking activities. The State Library continued its interlibrary loan network. Retrospective conversion grants were made which significantly added to the

state's holdings on OCLC. Two additional public libraries joined SOLINET under the aegis of Title III. The goal for this area remains "To facilitate optimum utilization of South Carolina's total library resources by means of cooperation and reciprocal activities among libraries of all types and at all levels."

Informal coordination of programs and projects is done by the Task Force on Library Automation and Networking. The Governor's Office affords the State Library the opportunity to comment on any federal application affecting libraries.

MAJOR URBAN RESOURCE LIBRARIES

The City of Columbia with a 1980 population of 101,229 is the only city which qualifies as a MURL. Should LSCA be funded over \$60 million for Title I a grant would be given to the Richland County Public Library for the purchase of reference materials. For criteria for adequacy, see p. 34 of 1983 Long-Range Plan. With a limited materials budget the Richland County Public Library is unable to purchase all the reference materials necessary to serve as a resource library.

IV. GOALS, OBJECTIVES, AND IMPLEMENTATION

GOAL I.

To strengthen the State Library agency for the purpose of providing statewide library leadership and services.

By Authority of S. C. Code 1976, Title 60, Chapter I, Section 50, the South Carolina State Library is responsible for a statewide program of library development and coordination. It is the central information service for State Government, State agencies, and the libraries of the State. It provides reference, bibliographic and interlibrary loan service to supplement county and regional library resources of the state. It provides leadership and technical assistance in the development of statewide library programs and local library service. It provides library service to blind and physically handicapped users and guidance and assistance to State institutions in serving institutional residents. By gubernatorial order, the State Library is charged with administering and implementing within the State the library programs provided for in the Library Services and Construction Act, P. L. 84-597 as amended.

In order to address this goal the State Library has identified four objectives.

Objective 1. To enhance the administrative, planning, and support capabilities required for statewide library development.

The future of library development is directly related to the strength of the State Library. With scarce resources the planning function has assumed new prominence. Planners must be able to determine statewide needs, goals, and activities. They must also be flexible enough to deal with midyear budget reductions, as well as to respond to current and changing national and State concerns. The State Library must be able to administer state and federal funds in compliance with state and federal requirements. As an agency of State government the State Library must also be able to respond to the planning needs required by the State.

A goal throughout the period will be to produce LSCA documents in a timely manner. This should ensure quick release of funding when available. LSCA evaluations will also be completed by the December 31 deadline.

In FY 85 the State Library will attempt to acquire State funding to replace LSCA funding used at the State Library. This should release additional LSCA funds for grants under Titles I and III. Failing this, similar requests will be made in subsequent years.

Title II funding under the Jobs Bill in FY 83 will require State Library administration in FY 84 and beyond until funds are expended. Successful completion of six building projects is projected for FY 84. Additional projects will be developed for completion in FY 85 (possibly as many as five which should exhaust all Jobs Bill funding). All construction should be completed by FY 86. This scenario will naturally be revised should Title II receive additional funding.

Advisory Council activities will include quarterly meetings over the three year period. Each meeting will focus on a particular State Library program. Meetings for FY 84 will discuss children's services, use of government documents, service to the disadvantaged, and film services. In FY 85 blind and handicapped services, service to State government, service to State-supported institutions, and Title III activities will be discussed. In FY 86 we will return to the FY 84 schedule with modifications made if needed.

Dissemination of information concerning LSCA activities is crucial to public understanding of the need for and the role of Federal support for libraries. Publicity will be generated during the three year period for all LSCA projects. No statistical projections can be made on number of releases, etc. because they will be determined by the number and type of activities funded.

The General Administration, General Operations, and Library Interpretation projects will be continued to enable the State Library to conduct activities consistent with this objective. These are on-going activities and as such will be continued throughout the planning period.

Objective 2. To provide a comprehensive collection of materials necessary to meet the Library's responsibilities as the central information resource for libraries of the state, as well as State government.

The State Library functions as the central unit of a statewide reference and interlibrary loan network designed to supplement and coordinate library resources in South Carolina. It also provides special information and reference services to State government and State agencies. To this end the State Library will select, acquire, and maintain a collection of books, documents, microforms, periodicals, and federal and state documents, of sufficient scope and depth to meet the information needs of its various constituencies. Assuming there are no budget reductions the State Library anticipates its collection should grow in the following manner:

	<u>FY 83</u>	<u>FY 84</u>	<u>FY 85</u>	<u>FY 86</u>
Books	166,000	170,000	174,000	178,000
State Documents	31,000	33,000	35,000	37,000
Federal Documents	92,000	107,000	122,000	137,000
Microfiche	257,000	282,000	307,000	332,000
Periodicals	1,900	1,900	1,900	1,900

FY 84 will be second year of operation for the State Documents Depository System. Approximately 1,000 more documents were acquired in FY 83 than anticipated. It is believed that new acquisitions of state documents will level off at 2,000 per year throughout the three year period.

The book budget from State sources was reduced in FY 83 due to a State mandated cut. FY 84 funding is the same as FY 83. The State Library has requested restoration of the cut plus an inflation factor in its FY 85 State budget. Additional funds for materials will also be requested in FY 86.

The Strengthening the State Library Agency project will be continued to supplement State appropriations for materials with the goal of substantially expanding and strengthening the library's collections to better serve the libraries of South Carolina. Additional State funding will be requested to enable the State Library to increase its holdings and/or keep pace with inflation. An objective of increasing the use of the State Library's reference and interlibrary loan services by 5% a year for the next five years has been established.

Objective 3. To provide consultant services for public, institutional, and other libraries of South Carolina.

Four general consultants, one children's consultant, one film consultant, and one institutional consultant form the nucleus of the State Library's library development staff. The consultant corps is supplemented by members of the Reader Services' staff, Technical Services' staff, or Handicapped Services' staff when appropriate. The consultants provide technical assistance to public and institutional libraries on such matters as budget preparation, personnel practices, and library construction. They assist with needs analysis, program planning, in-service training, and the implementation and evaluation of LSCA projects. The general consultants supervise the administration of State Aid. The consultants are on-call to work with library staffs, trustees, Friends, building committees, local government officials, and other groups interested in quality library service.

In FY 84 a new general consultant will join the field staff. A major objective will be to orient her to her new duties and to the state. To take advantage of this person's special skills county assignments will be adjusted. Existing staff were assigned additional counties in FY 83 (mid-year). They will continue to familiarize themselves with these assignments.

There will be three new county library directors to orient in FY 84. Based on recent experience we project two new directors in FY 85 and FY 86.

During FY 83 field staff members prepared lists of Strengths and Weaknesses on their assigned counties and/or areas of expertise. Since field work is often an evolutionary process, work will begin on addressing these concerns in FY 84, but necessarily will continue in ensuing years.

Project objectives for the field staff are discussed elsewhere in this document. It is estimated that field staff members will make 250 field trips per year in furtherance of this objective.

Objective 4. To centralize at the State level programs and functions which cannot be handled economically or effectively by individual libraries.

The State Library maintains a collection of 16mm films which are available on loan to public and institutional libraries. Such a collection at the State level prevents costly duplication of expensive resources and makes available to the public a far broader selection of films than any library could provide alone. The film consultant, with the assistance of other staff when appropriate, previews, selects, and maintains the film collection. The following projections are being made:

	<u>FY 83</u>	<u>FY 84</u>	<u>FY 85</u>	<u>FY 86</u>
Films	1,400	1,550	1,700	1,850
No. of Film Programs	9,500	9,600	9,700	9,800
Attendance	110,000	112,500	115,000	117,500

In FY 83 four counties conducted a successful pilot project lending films to organizations. All counties will be able to offer service to their organizations in FY 84. Increasing the number of libraries offering organizational service and the number of organizational users will be objectives in FY 85 and FY 86.

A supplement to the second edition of the film catalog was published in FY 83. New acquisitions will be announced in FY 84 and FY 85 in the quarterly film newsletter. A new edition of the catalog is slated for FY 86.

The film consultant will continue working with libraries via field trips. It is estimated that 25 field trips per year will be made. To encourage greater use of films a two-day workshop is planned for FY 86.

Since the employment of a children's consultant in 1979 the State Library has provided increased services to public libraries in the area of children's programming. An orientation manual for children's librarians was begun in FY 83 and will be published in FY 84. Another major activity will be a spring workshop on use of puppets. It will be a two-day workshop conducted by Debbie Sullivan of the Nancy Renfro Studios, Dallas, Texas. Other continuing education activities will include the use of story telling video tapes purchased in FY 83. A possibility exists for a program at one of the quarterly meetings of the Association of Public Library Administrators on children's services (the role of the director, what should be expected from children's services, etc.).

A statewide summer reading club will be coordinated by the State Library in each of the three years. The film program (see above) also includes children's films. The children's consultant assists in the selection of them, as well as assists libraries in programming them. Approximately 50 of the 150 films to be added each year will be children's films. Early Childhood Media Clearinghouse activities will continue throughout the period.

There will be at least one new children's librarian to orient in FY 84. Several libraries have vacancies or are considering creating new positions in children's services. The children's consultant encourages the employment of children's librarians where appropriate and stands ready to assist in any way in developing services. She will try to visit each public library once yearly during the three year period.

The State Library, under the Library Interpretation Project, coordinates a statewide public relations program. On-going activities will include news releases, feature articles, broadcast announcements, interviews, folders, brochures and booklists, and special printed material. This project supports all major State Library programs, each LSCA project, and appropriate public and institutional library programs. Emphasis will be placed on publicizing Title II building programs.

The State Library will continue to provide continuing education opportunities for professional and non-professional librarians and for library trustees. In addition to formal courses offered by academic institutions, the State Library will also plan special workshops given by staff members or consultants to support current programs and activities. The State Library plans a Spring 1984 workshop for library directors or staff on a topic to be determined. The same applies for FY 85 and FY 86. Cooperative activities will be planned whenever appropriate with USC's College of Library and Information Science. Increasing emphasis on cooperation, automation and networking will necessitate more continuing education activities for all types of libraries under LSCA Title III (such as Cooperative Reference Exchange) in addition to traditional Title I activities.

GOAL II.

To expand and improve public library services throughout the state, providing access for every resident, so as to further the educational, economic, and cultural enrichment of all citizens.

Objective 1. To develop equitable and sufficient financial support for library services from local, state, federal and other funds.

In FY 83 local support for public libraries was 82%, State support was 15%, federal support was 3%, and private contributions were less than 1%. This ratio has remained relatively constant over the last several years.

Property taxes at the local level remain the primary source of public library funding. Statewide property reassessment has caused some counties to provide no growth budgets. Local support was \$3.95 per capita in FY 83. Future goals are \$4.25 for FY 84, \$4.50 for FY 85, and \$4.75 for FY 86. The State Library will continue to publish South Carolina Public Libraries Annual Statistical Summary to provide libraries with comparative data for budget justifications.

South Carolina has had State Aid for public libraries since 1943. The FY 83 appropriation was reduced from 75¢ per capita to 71¢ per capita due to a State-mandated budget reduction. This cut was restored for FY 84. The State Library has requested that State Aid be appropriated at a rate of \$1.00 per capita for FY 85. This is the immediate objective of the Association of Public Library Administrators (APLA). The FY 86 request would be for continuation of \$1.00 per capita. It would increase to \$1.25 for FY 87. The long-term goal is for State Aid to account for 25% of public library financing. APLA will sponsor the Third Annual Library Legislative Day in FY 84 to seek additional state support. It is anticipated that such an event will be held in FY 85 and FY 86.

APLA, library trustees and Friends are campaigning for the continuation of federal support for libraries. The extension of LSCA has top priority.

Public libraries will be seeking to increase private contributions to their programs. Recent contributions have been for capital improvement projects.

Objective 2. To enable public libraries to improve their level of service by providing incentive grants for services and activities which support state and LSCA priorities, including personnel, collection development, and equipment.

The State Library will continue to offer per capita grants for public libraries to improve or extend service in areas of demonstrated need. Grants will be made available to strengthen existing library programs by adding trained staff; to extend service to new groups by a variety of outreach methods, such as bookmobile programs, deposit collections, and innovative and/or experimental programs targeted for certain groups; to expand, improve, or maintain the resources of public libraries by the purchase of new books, periodicals, audio-visual materials, other non-print media, and purchase or lease library equipment; and to implement programs of publicity to keep the public informed of the services offered by public libraries. Additional incentive grants may be made for public libraries to take advantage of new technology. These grants would be competitive.

Due to a decrease in State Aid Library Development grants in FY 83 were increased to 14¢ per capita with a maximum grant of \$25,000 and a minimum grant of \$3,000. Library Development Project grants for FY 84 will be at a level somewhat less than that in FY 83; no figure has been settled on yet. Grants for FY 85 and FY 86 will be determined by the appropriation level.

Grants for technology will be available in FY 84. An automation consultant team will be available to assist libraries with Title I activities. If successful this endeavor will be continued in subsequent years.

In FY 83 public libraries owned 1.34 books per capita. LSCA funds should assist libraries to increase their holdings to 1.4 in FY 84, 1.45 in FY 85, and 1.5 in FY 86.

There are 148 professional librarians employed in South Carolina's public libraries. In order to provide a higher level of service public libraries should employ 155 librarians in FY 84, 165 in FY 85, and 175 in FY 86.

Should Title I be funded at over \$60 million the State Library would provide a grant to the Richland County Public Library as a MURL to increase its reference capabilities.

Objective 3. To extend public library service to special constituencies, including the disadvantaged, the aged, the unserved, and persons of limited English-speaking ability.

Under its service to the disadvantaged project the State Library has addressed the needs of the disadvantaged in various ways. These projects have had effects far beyond the locales and population groups originally designated as targets. They have been the instruments for changing staff and public attitudes concerning library goals and services, in bringing new groups of users into the library to participate in traditional activities, and in revealing additional areas of service to be explored.

As stated elsewhere in this document the State Library believes that basic library service needs -- information, education, and recreation -- are the

same for all groups, but the methods of delivering these services must be tailored to meet the special needs of each group. South Carolina public libraries provide materials for new adult readers (22), space for literacy tutoring (17), referrals for library training (22), service to nursing homes (28), to senior citizen centers (15), day care programs (35), and local jails (15).

The State Library has identified two major problems in providing service to the disadvantaged: physical access to library service and illiteracy. Projects have been designed to solve these problems.

One of the most effective means of providing library service to the disadvantaged in South Carolina is bookmobile service. Over the past two years LSCA grants have enabled nine libraries to purchase new bookmobiles. A two-day workshop on bookmobile service was held in FY 83. A priority in FY 84 will be assisting grant recipients and other libraries to develop their bookmobile services to better meet the needs of the disadvantaged. As other bookmobiles wear out in counties eligible for a Service to the Disadvantaged grant, grants will be made to replace them. This will be true throughout the three year period.

Of South Carolina's adult population twenty-five years and over, 25.7% are functionally illiterate. The State Library has funded literacy projects in the past and in FY 83 held a successful workshop on this problem. In an effort to coordinate activities the State Library, the Office of the Lieutenant Governor, the Office of Adult Education, and the S. C. Literacy Association have targeted six counties in FY 84 in an attempt to teach 600 people to read. The Small Minority Business Office, Rural Improvement Division, Office of the Governor has also expressed interest in this area. It is hoped that this project can be extended to six additional counties in FY 85 and FY 86. Literacy projects will also be targeted toward children in efforts to prevent the next generation from having such a high incidence of illiteracy. Another literacy workshop may be planned for FY 86 after evaluation of the effect all this activity has had.

As always, throughout the three year period, local libraries will be encouraged to submit applications which address the special needs of the disadvantaged. For all disadvantaged grants priority will be given to counties with over 25% of their population being disadvantaged. Next priority is to counties with over 20,000 disadvantaged citizens, but not 25% of the population. The third priority is counties with over 15% disadvantaged.

South Carolina's over 65 age group increased 50.4% in the last decade. No special LSCA project is being considered to meet the needs of the 287,328 people in this category. A successful pilot project was done in FY 78 - FY 81. It is anticipated that libraries will meet the varied needs of older Americans with local and state funds, as well as with library development, and where appropriate, service to the disadvantaged funds.

Because of their low number the State Library has chosen not to treat service to those with limited English-speaking ability as a priority. The central collection developed with LSCA funding is still housed at the Charleston County Library and is available on interlibrary loan. No additional LSCA funds will be devoted for this purpose.

Objective 4. To encourage provision of public library facilities adequate in space, design, and access to meet the needs of the community.

LSCA Title II was funded for the first time in ten years in FY 83. These funds will be available until expended. It is anticipated that at least six projects will be completed during FY 84. Another four or more projects will be completed in FY 85. By FY 86 all funding should be expended or nearly so. State Library consultants work with public libraries in all phases of construction, from the initial planning stages, to fund raising, to final acceptance of the building. For more information see separate Title II Annual Program for FY 83.

GOAL III.

To extend and improve library services to special clientele: the institutionalized and physically handicapped.

Objective 1. To promote the establishment and development of institutional library service capable of supporting treatment, education, and rehabilitation programs in state-supported institutions.

Since 1967 the State Library has provided assistance to libraries in state-supported institutions. The original goal of library service in all institutions has been reached. Activities now center on improving the quality of service. The State Library provides consultant services to all state-supported institutions and collection development grants to those institutional libraries that meet the support requirements for the grant program. In addition, the State Library provides continuing education opportunities, reference assistance, interlibrary loan services, and film services. Library support has increased dramatically with the grant program, but escalating costs of all materials and services, added to uncertain State economies, result in adequate provision of library services.

Since no institution meets standards for size of their collection, grants for the foreseeable future will continue to emphasize collection development. Due to changing populations (in size and type) the appropriateness of certain materials has been questioned. Libraries will need to develop collection development policies consistent with the abilities of the clientele to be served. The institutional consultant will assist librarians develop these plans over the next three years. The major redirection of collections is with institutions serving the mentally retarded. With most educable and trainable retarded children being mainstreamed into public school, the residential centers are now working with those who are profoundly retarded. For this group the printed page holds no fascination. Toys, games, and realia are more appropriate methods of providing library service. Efforts will continue to increase these collections. Collection size in mental health institutions meet quantitative standards. The need is to weed these collections and replace worn, outdated materials. The School for the Deaf also meets quantitative standards, but their collection is an old one in need of weeding (a FY 84 objective). Children assigned to the schools run by the Department of Youth Services have library service available during school

hours. Their collections are underdeveloped. A realistic objective is to increase inadequate local book budgets by 10% each of the next three years. The Department of Corrections is approximately 4,000 volumes shy of meeting ALA/ACA standards. However, the librarian receives thousands of stripped books from book stores each year which are given to inmates, which do not appear in the library's shelflist. This source supplements the regular collection. The need remains to increase funds to acquire materials with specific need of inmates in mind. The State Library is able to supplement institutional holdings with interlibrary loan and the film program. An objective will be to increase use of these services by 5% in each of the next three years. All institutions are understaffed. The institutional consultant in meetings with administrators will attempt to get staffs increased, but little hope is offered since the State is reluctant to add new positions.

For those institutions too small to maintain a full program of library service, the institutional consultant will continue to select paperback materials for them. These include institutions serving the physically handicapped and those addicted to alcohol and drugs.

Continued support will also be given to the South Carolina Bibliotherapy Association. As appropriate the institutional consultant will assist additional libraries to develop bibliotherapy programs.

Under consideration is a workshop in FY 84 for institutional librarians on policies, procedures, and planning.

Objective 2. To provide special programs of library service for visually and physically handicapped residents.

The South Carolina State Library has the responsibility for providing library services to the blind and physically handicapped of the state. The Division for the Blind and Physically Handicapped is a member of the Library of Congress network of libraries serving this group. Anyone who is unable to read conventional print due to a visual or physical handicap is eligible. According to Library of Congress estimates, 43,705 South Carolinians are eligible; 6,916 are currently registered. The long-range goal is to serve 35% (15,297), the same percent using public libraries. An interim goal is to register 1,000 new readers each year for the next three years. By 1986 they should be serving 8,400 readers. In FY 83, 131,000 books were circulated. The goal is to increase circulation by 5% each year of this plan. In order to serve readers of braille the library will continue to contract with the North Carolina State Library.

Lack of adequate space hinders the library in its efforts to serve the handicapped. The State Library hopes to move into new quarters as part of a State Museum complex by FY 86 or FY 87. In the interim collection development will continue to be dictated by available shelf space. Contingency plans have been made to effectively use all existing space. The library does meet ALA standards for collection size and will continue to do so.

A major objective for FY 85 will be to replace LSCA operating funds with State funds, thus making this service less vulnerable to federal decisions

on library funding. Such a request was made in the State Library's FY 85 budget request. If unsuccessful, similar requests will be made in future years.

The staff has analyzed ALA standards for this service. Most standards are either fully or potentially being met. As time and funds permit the library will attempt to meet other standards. For FY 84 an advisory council composed of users and providers of service to the handicapped will be formed. It will meet for the first time in October 1983. In December 1983 a workshop will be held for public libraries. It will emphasize the role public libraries can play in the provision of this service. This is the first time such a forum to discuss handicapped programs has been held.

The library purchased microcomputers in FY 83. It is hoped that this will assist the small staff in coping with the voluminous records that need to be maintained on readers and equipment. In FY 84 the patron file and equipment inventory will be loaded. Word processing capabilities will be used for overdue notices, the newsletter, and general correspondence (most of which are form letters). The library hopes to be accepted by the Library of Congress in its program to include magazine usage in its CMLS mailing system.

The recording project of South Carolina materials will continue. In FY 83 one of the adult prisons began recording materials. A long-range goal is to have sophisticated recording equipment in the new building. Use of volunteers will continue. However, lack of space precludes an extensive volunteer program. Again, this should change in new quarters.

GOAL IV.

To facilitate optimum utilization of South Carolina's total library resources by means of cooperation and reciprocal activities among libraries of all types and at all levels.

South Carolina has a long tradition of interlibrary cooperation. Much of this cooperation has been on an informal basis. In FY 81 a study was conducted on the feasibility of establishing a statewide library network. The consultants concluded that South Carolina could support a network. However, the current uncertainty of LSCA funding and an unstable state economy have postponed design and implementation plans. In the interim the State Library will continue or initiate activities, which will contribute to the network.

Objective 1. To provide interlibrary loan and reference services from the State Library.

The State Library will continue to serve as the primary source of interlibrary loan and reference service for public and institutional libraries. The State Library will also continue to offer interlibrary loan to academic and special libraries. An objective is to increase use of this service by 5% annually for each of these groups. According to the network study this service received "high evaluations from all users of the system."

The State Library enhanced its reference service in FY 83 by offering computer assisted reference via DIALOG. Use of this service is anticipated to increase in the next three years. No percentage increase can be

predicted at this time since most of FY 83 was spent familiarizing staff with procedures, etc. FY 84 usage should provide baseline figures for future predictions.

The State Documents Depository System had its first full year of operation in FY 83. Approximately 1,000 more documents than projected were received. In FY 84 the State Library will re-evaluate the program and, where necessary, revise technical procedures for the handling of documents at the State Library and at the depositories. In late FY 84 and continuing into FY 85 the State Library intends to offer training for depository staff in the use and promotion of documents as an information source.

Scheduled for FY 84 is the preparation of a policy and procedures manual for interlibrary loan. This will possibly be in a loose leaf format to facilitate revision in future years.

The Superintendent of Documents in 1981 requested that each state prepare a state plan for federal depository libraries. In May 1983 the South Carolina State Plan for Depository Libraries was submitted. The plan calls for the libraries of the University of South Carolina, Clemson University, and Winthrop College to share responsibilities usually performed by a regional library (South Carolina does have a regional library). Each of the three libraries have selected areas of responsibility, allowing depository libraries in the state to discard federal documents after checking with these libraries to make sure a final copy is being held. This plan will also encourage thorough collection development and enhance the interlibrary lending of federal documents. Acceptance of this plan is expected early in FY 84.

Objective 2. To provide bibliographic access to major library collections in the state.

The picture of interlibrary cooperation in South Carolina has changed drastically in recent years because of access to the OCLC database through membership in SOLINET. There are now 29 South Carolina libraries which are SOLINET members. Many libraries joined as a result of Title III funding. In FY 84 the Greenwood County Library and the Horry County Memorial Library will complete their initial year of membership. No other grants of this nature are planned at this time. As new services are offered members will evaluate them and contract for them when appropriate.

One of the major activities in recent years has been retrospective conversion of holdings to the OCLC database. In FY 84 the State Library will award RECON grants to the libraries of the University of South Carolina, Clemson University, Winthrop College, College of Charleston and the Regional Campus Processing Center of the University of South Carolina, as well as the Charleston County Library. The State Library, subject to future funding, plans on continuing making RECON grants. In this way a state database will be developed.

The State Library is also involved in RECON. More than half of its collection has been added to the database. To complete RECON the following schedule has been established:

FY 84	500's, 400's, 200's, 100's, 000's
FY 85	Reference, South Carolina Collection, State Documents
FY 86	Complete Project

In FY 83 the State Library awarded a Title III grant to the University of South Carolina Medical School Library to produce a Union List of Serials of the holdings of the State Library, Richland County Public Library, and Columbia College Library. Publication will be in FY 84. This will be an on-going project incorporating updates from the three libraries. Evaluation of the utility of this project may lead to adding more libraries in the Columbia area to make a Columbia Union List, adding other libraries state-wide to make a State Union List, or producing other regional union lists.

The University of South Carolina and the State Library received a grant from the National Endowment for the Humanities to conduct a project to gain bibliographic control over the newspapers published in South Carolina. The grant will be administered by the University of South Carolina with support services provided by the State Library. FY 84 will see the completion of phase one. Upon successful completion future funding will be requested for phases two and three.

Objective 3. To provide continuing education opportunities.

Increasing emphasis on cooperation, automation and networking will necessitate more continuing education activities for all types of libraries under LSCA Title III in addition to traditional Title I activities. The State Library will continue to provide continuing education opportunities for professional and non-professional librarians and for library trustees. In addition to formal courses offered by academic institutions, the State Library will also plan special workshops given by staff members or consultants to support current programs and activities. Cooperative activities will be planned whenever appropriate with USC's College of Library and Information Science.

In FY 84 the State Library will continue its highly successful series of Cooperative Reference Exchanges. In late FY 84 and early FY 85 the State Library plans to offer training for depository staffs in the use and promotion of documents as an information source.

Objective 4. To examine opportunities for automation which would enhance cooperative activities.

Libraries throughout the state are examining ways in which automation can be used in their libraries. An in-state automation consultant team has been formed to assist libraries identify their automation needs. If automation would lead to interlibrary cooperation, Title III will be used. If automation would allow a public library to make its services more efficient (e.g. circulation system), Title I would be used.

NOTE: The State Library is currently funding an interlibrary loan librarian and equipment for this program with Title III funds. The State Library has requested that these items be covered with State funds beginning July 1, 1984. If the General Assembly incurs the federal funds released will be used for other appropriate Title III activities.